




Title ECF slide

Slide notes: This will be a short Demonstration to Illustrate the View and/or Download all Documents for Multiple Docket Entries Feature in ECF.

View and/or Download all Documents

 Please turn your speakers on

You may use the **playback controls** at the **bottom** of each screen. You may move fast forward or back and you may rewind to the beginning of the lesson. You can also drag the progress indicator bar forward or back through the lesson. The playback controls also include a button that will pause the lesson. Click it again to resume play.

There is a menu on each page in the upper left corner. If you move your mouse over the word MENU, a menu will drop down. You can click on the desired topic to jump to that part of the lesson.

To exit the lesson, click the X in the upper right corner of the lesson window or click the X in the **playback controls** at the **bottom** of each screen.

This lesson module also has a Closed Captioning feature. Click the **CC** button in the playback controls to toggle closed captioning on or off. You may also click the speaker icon to toggle the audio on or off.

Click the **START** button when you are ready to begin.

START

Navigation Instructions

Slide notes: Please review these navigation instructions. Click the Start button when you are ready to begin.

Objectives:

Click Box
(247 x 430)
(X:0; Y:25)

When you complete this lesson, you will be able to:

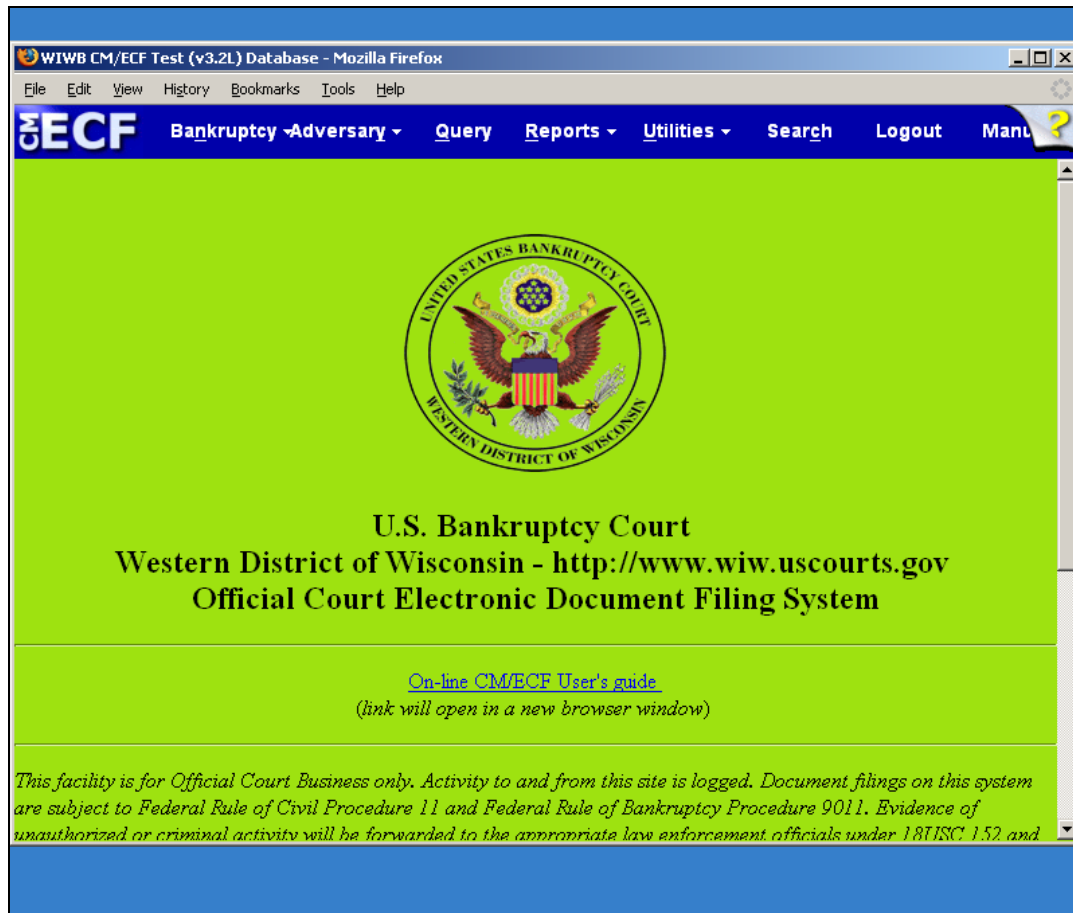
- view and/or download all documents for multiple docket entries in ECF

Click the **Continue** button.

CONTINUE

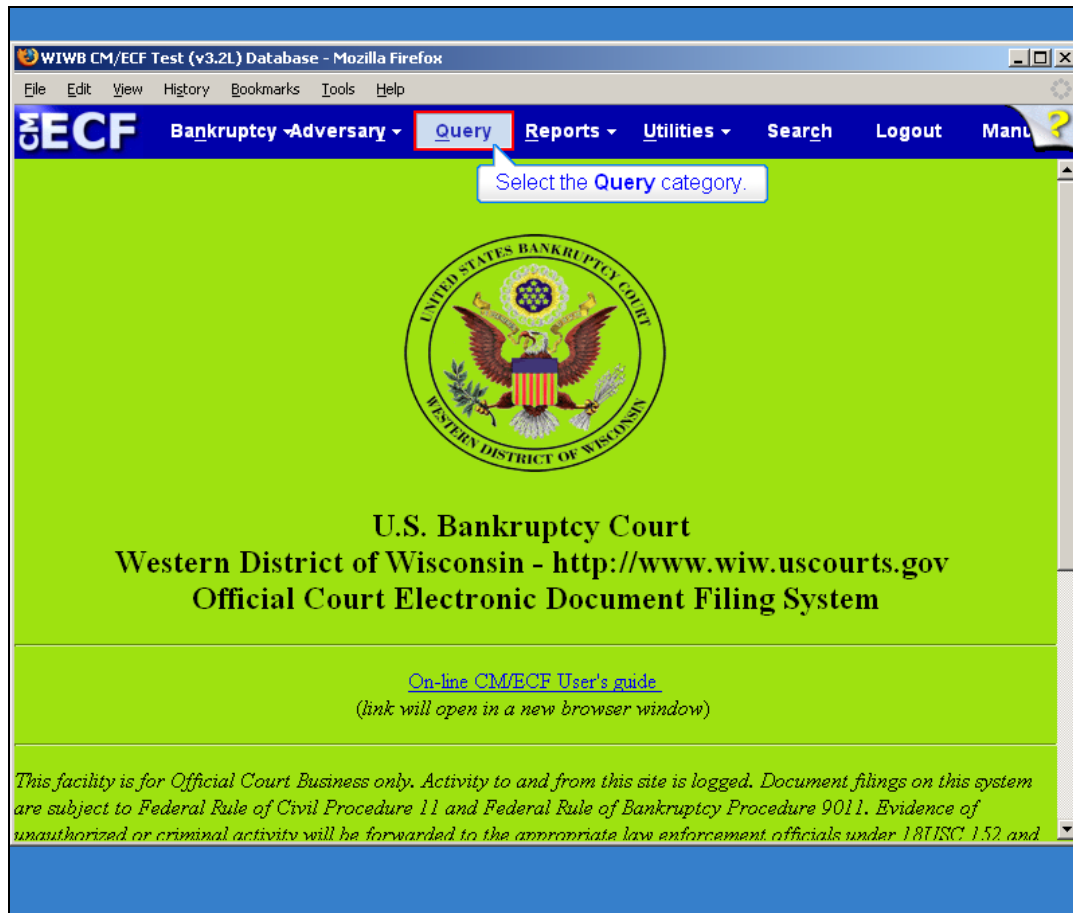
Objectives

Slide notes: When you complete this lesson, you will be able to: View and/or Download all Documents for Multiple Docket Entries in ECF. Click the Continue button.



View Download Demonstration

Slide notes: All of the documents for multiple docket entries can be combined and viewed in one PDF document.



Slide 5

Slide notes: To begin I am going to click on the Query category.

WIWB CM/ECF Test (v3.2L) Database - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ECF Bankruptcy Adversary Query Reports Utilities Search Logout Manual ?

Query

Search Clues

Case Number

Last / Business Name (Examples: Desoto, Des*t)

First Name Middle Name

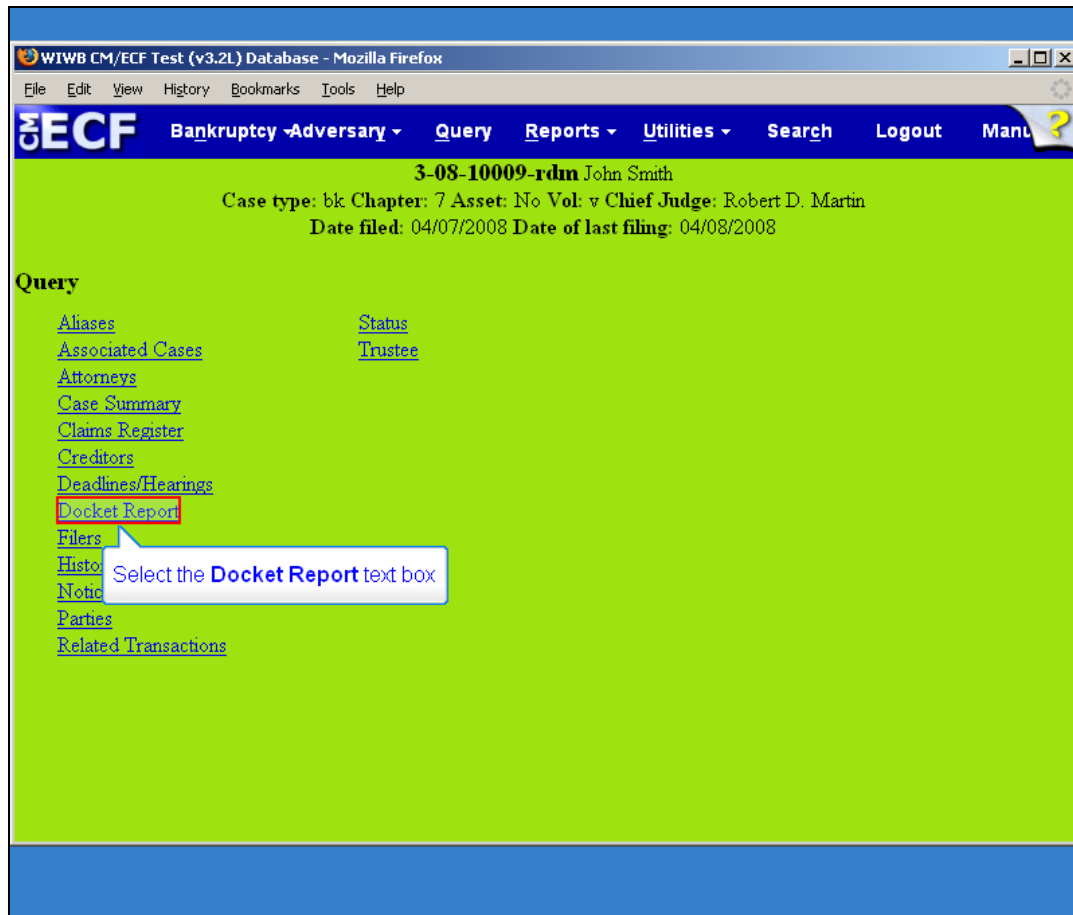
SSN / ITIN Tax ID / EIN

Type

Click the **Run Query** button.

Slide 6

Slide notes: Type the case number and click the Run Query button to continue.



Slide 7

Slide notes: Click the Docket Report link to proceed.

Slide 8

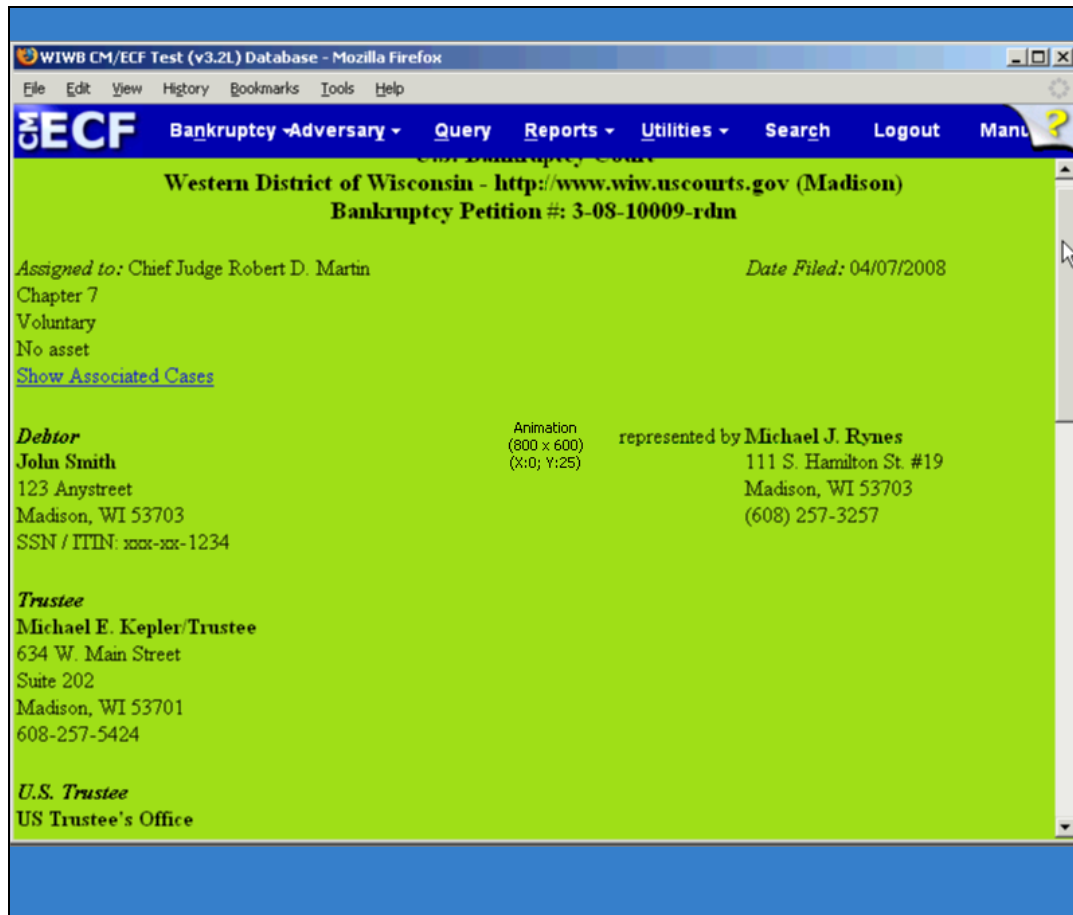
Slide notes: The key on this page is to select or place a checkmark in the "View multiple documents checkbox" as when the "View multiple documents" option is chosen, the report includes a new column.

Then click the Run Report button to continue.



Slide 9

Slide notes: You are now presented with the docket for viewing.



Slide 10

Slide notes: Scroll down the docket to the docket entries.

WIWB CM/ECF Test (v3.2L) Database - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ECF Bankruptcy Adversary Query Reports Utilities Search Logout Main ?

			to oppose discharge or dischargeability is 7/18/2008. Financial Management Certificate due by 7/3/2008. Notice of Meeting of Creditors . cc: via BNC to all parties (Madison, Terry) (Entered: 04/07/2008)
04/08/2008	3	<input checked="" type="checkbox"/>	Motion for Relief from Stay [Fee Amount \$150] filed by Test on behalf of Trucking, LLC.. (Attachments: # 1 Attachment# 2 Attachment 2# 3 Attachment 3) (Test) (Entered: 04/08/2008)
04/08/2008	4	<input checked="" type="checkbox"/>	Notice of Motion filed by Trucking, LLC. Related document(s) 3 Motion for Relief from Stay [Fee Amount \$150] filed by Creditor Trucking, LLC. Last Day to File Objections/Request for Hearing: 4/23/2008. (Test) (Entered: 04/08/2008)
04/08/2008	5	<input checked="" type="checkbox"/>	Proof of Service filed by Test on behalf of Trucking, LLC. Related document(s) 3 , 4 Motion for Relief from Stay [Fee Amount \$150] filed by Creditor Trucking, LLC, Notice of Motion filed by Creditor Trucking, LLC. (Test) (Entered: 04/08/2008)

Select all 3 the check boxes.

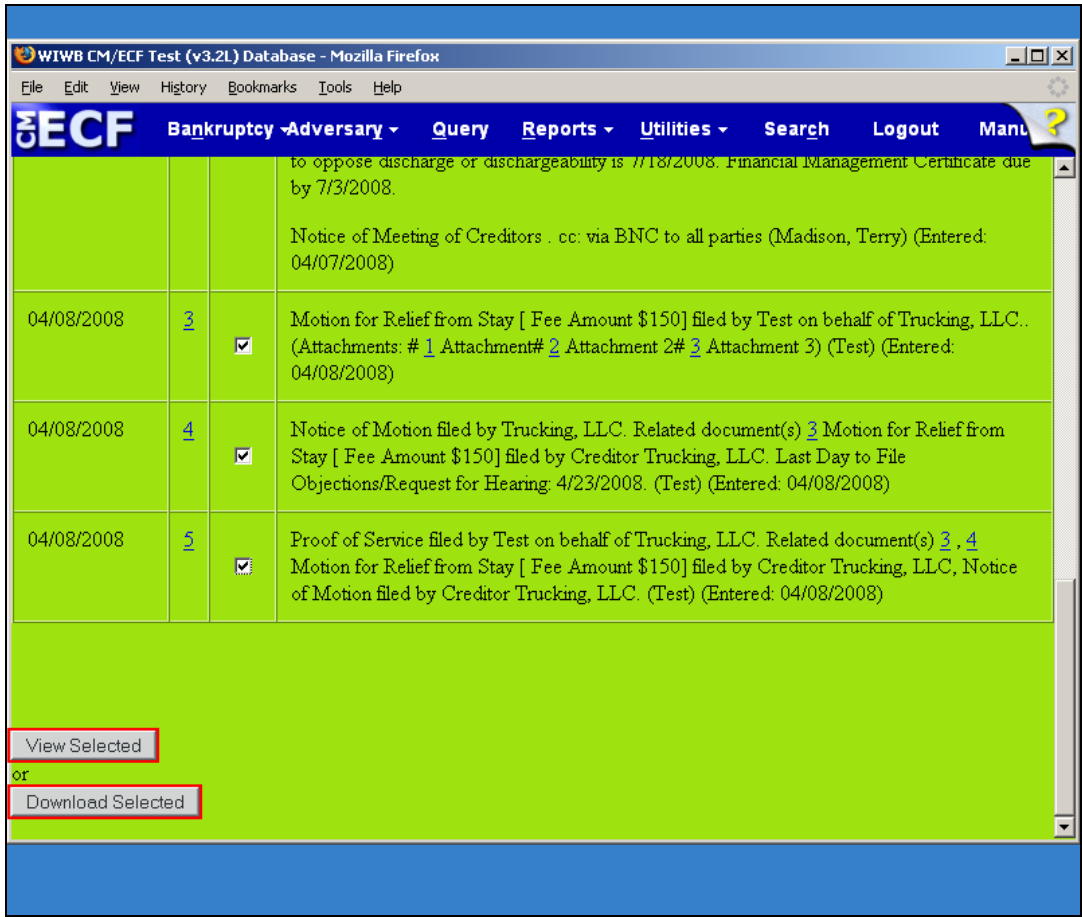
View Selected

or

Download Selected

Slide 11

Slide notes: Select docket entries to view by clicking the boxes for the entries you want to view simultaneously.

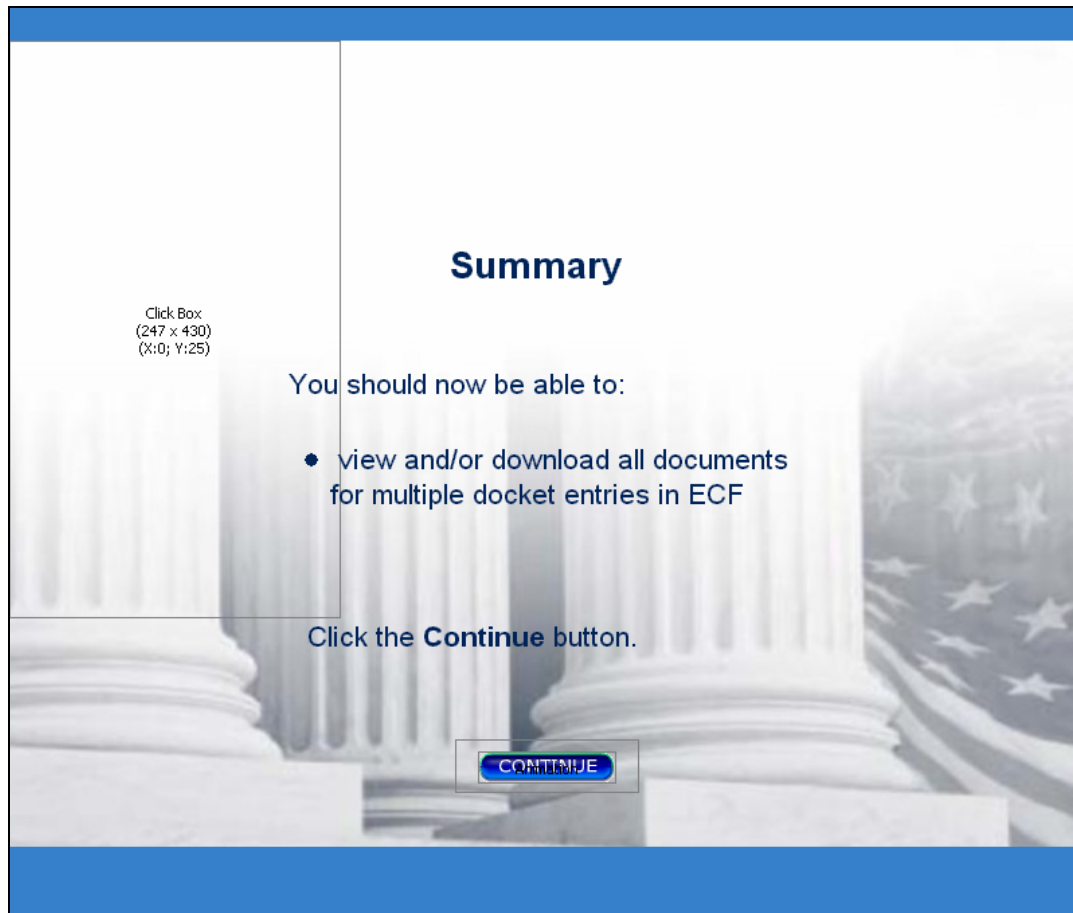


Slide 12

Slide notes: Selecting "View Selected" will combine the main document and its attachments into one PDF document. "Download Selected" will combine the main document and all attachments into a ZIP file.

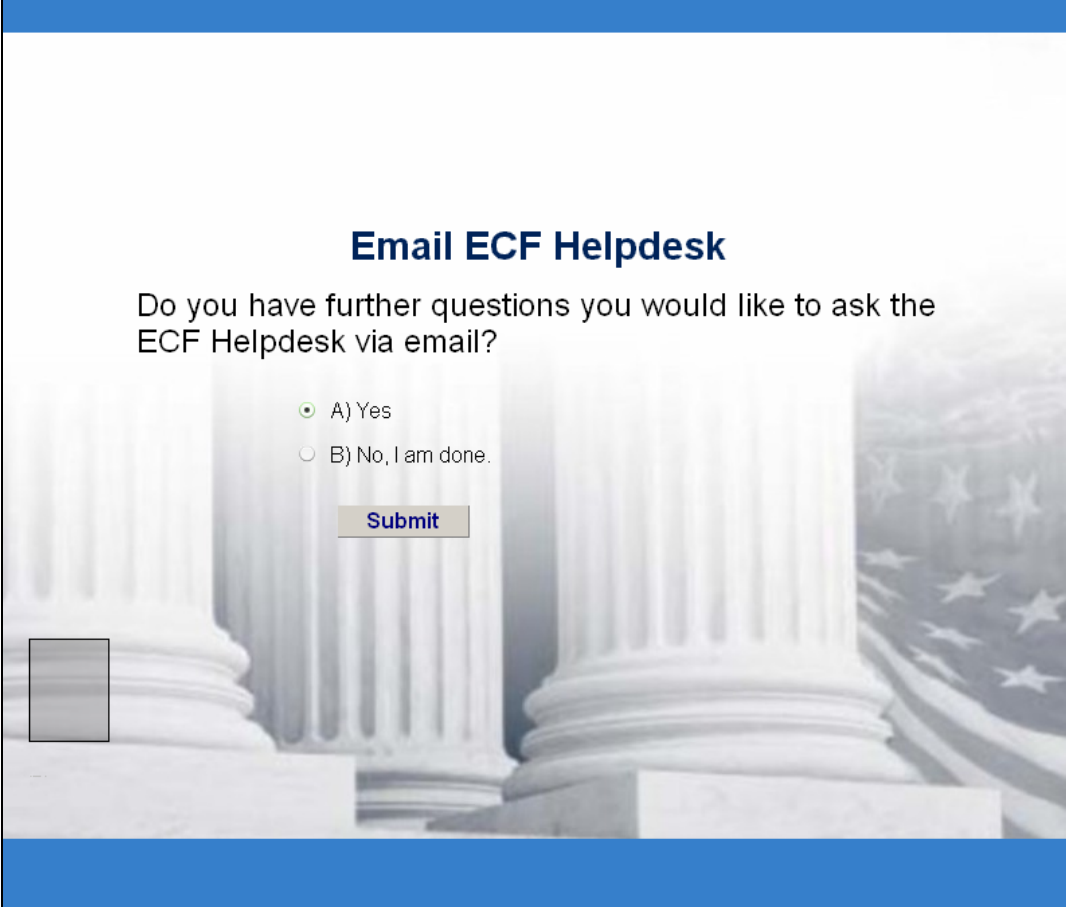
A single PACER billing receipt page is displayed with multiple receipts (one per document) and a confirm button.

If the combined documents exceed 10MB, an error will display. If the combined size of all the documents on the docket report is close to or over 10 MB, the size of the document for each docket entry is displayed in the new column so you may determine the combination of documents that can be selected without exceeding 10MB.



Summary

Slide notes: You should now be able to: View and/or Download all Documents for Multiple Docket Entries in ECF. Click the Continue button.

A screenshot of a web form titled "Email ECF Helpdesk". The form is set against a background image of a classical building with columns and an American flag. The title "Email ECF Helpdesk" is in a bold, dark blue font. Below the title is a question: "Do you have further questions you would like to ask the ECF Helpdesk via email?". There are two radio button options: "A) Yes" (which is selected) and "B) No, I am done.". Below the options is a "Submit" button. The entire form is enclosed in a blue border.

Email ECF Helpdesk

Do you have further questions you would like to ask the ECF Helpdesk via email?

☒ A) Yes

☐ B) No, I am done.

Submit

Email ECF helpdesk question

Slide notes: If you have further questions and would like to email the helpdesk, please mark the Yes radio button and click submit. Your default email client should open and begin a new email automatically addressed to the helpdesk, with a pre-filled subject line. Please let us know your question(s).



ECF helpdesk contact information

Slide notes: Again, if you need additional assistance, please contact us. Thank you.